

0510.14 Advice of Change Processing

Issued March 21, 1997

SUBJECT: Advice of Change Processing.

APPLICATION: Executive Branch Departments and Sub-units.

PURPOSE: To specify the policies and procedures to process an Advice of Change issued by the Department of Management and Budget (DMB), Acquisition Services.

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SUMMARY: These procedures apply to purchase orders issued by the DMB Acquisition Services. Once the Advice of Change is posted, users have the capability to initiate an Advice of Change to the Purchase Order. These procedures should be used if there are changes in the following:

- Changes in Accounting Distribution
- Quantity Increases or Decreases
- Over shipments
- Price Revisions
- Shipping/Billing Location Changes
- Deletion of Item(s)
- Default of Contractor
- Adding additional time to a Purchase Order in order to complete the services covered by the Purchase Order

See Chapter 7 - Change Order Processing in the ADPICS Data Entry Guide.
The Guide is available online at <http://mainweb.state.mi.us>

PROCEDURES:

Department/Agency Procurement Staff:

- Creates an Advice of Change (8010 screen), clearly describing all changes. The Advice of Change should include the creator's name and date created.
- Posts the Advice of Change.
- Links to the 2360 Direct Purchase Order Writing screen and makes the changes outlined in the Advice of Change. Posts the Purchase Order once the changes have been completed. The changed Purchase Order will go into an approval path to DMB Acquisition Services.

Acquisition Services Buyer:

- May seek additional information and documentation from the agency and vendor.
- Approves or rejects to initiator the changed Purchase Order. If rejected, enters a note in the notepad advising the agency the reason for rejection.

Agency Procurement Staff:

- If rejected, makes necessary corrections, then re-posts the Purchase Order.

Acquisition Services Buyer:

- If approved, posts the changed Purchase Order. If appropriate, mails a copy of the Advice of Change and the revised Purchase Order to the vendor and/or agency.

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Procedure Update: 01/09/03
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